Wisconsin

Law Enforcement Officer's Manual

Instructions for Completing the

Wisconsin Uniform Traffic Citation Form (MV4016)

2009 Edition

Ordering Citations

To order citations, please follow these instructions for obtaining authorization to use the Enforcement Agency Request System (EARS) website.

Logon to http://on.wisconsin.gov to register and accept the User Acceptance Agreement as follows:

1. The Self-Registration window with fill-in boxes will appear. Fill in all required fields (marked with an *) in the profile information, account information and account recovery sections. (Note: Your User-ID should identify you, not your agency. Eg. JSMITH as opposed to PoliceDept). *Remember your User ID and password*. Click on Submit.

   During this process, when prompted for information regarding a secret question, please keep this in mind: The point of all these questions is the same: a backup password. If you forget your password, the secret question can verify your identity so you can choose another password or have the site e-mail your current password to you. The answer to the secret question is much easier to guess than a good password, and the information is much more public. The secret question should be something that no else could guess.

2. You will immediately receive an e-mail from WAMS@wi.gov. Follow the instructions in the e-mail to log into the system. You will receive notification that you have successfully created and activated your Wisconsin Login Account.

Now you are ready to send an e-mail to DOTDMVEARS@dot.wi.gov, which is necessary for accessing the EARS application.

1. Subject line: EARS Authorization.
2. Send your first name, last name, email address and user-id
3. Name of the your agency. Indicate city, town or village.

NOTE: If you are replacing an individual at your agency please indicate the individual(s) name(s) to who is being replaced in addition to the information required that you provide as indicated above.

This final authorization may take a few days. When authorization is complete, we will send you an e-mail with the link to the EARS login page, instructions on what to do the first time you use the system, and a EARS User Manual.

If you have already been authorized, you may order citations at the https://trust.dot.state.wi.us/ears/earsservlet.

Questions regarding self-registration: go to the link at the bottom of the page on.Wisconsin.gov for assistance.

Questions about EARS (Law Enforcement Reporting System) should be directed to DOTDMVEARS@dot.wi.gov or call (608) 266-8793, 8:00 am – 4:30 pm, Monday –Friday.

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The Uniform Traffic Citation

The Department of Transportation receives the Uniform Traffic Citation in three formats: paper ticket MV4016, mobile data computer (MDC) (TraCS) electronic citation MV4017, and electronically transmitted citations.

Traffic law enforcement officers are required to use a uniform traffic citation form (MV4016) or (MV4017) when citing violators for moving traffic violations as well as those violations listed in s. 345.11, Wisconsin Statutes: s. 218.01(2)(a), s. 218.205(1), Chapter 350 violations relating to highway use or ordinances in conformity with Chapter 350, s. 23.33 relating to highway use or ordinances in conformity with s. 23.33 if the violation is committed on a highway, s. 167.31(2)(b), (c) or (d) when committed on a highway or s. 287.81.

This Instruction Manual was developed as an aid to traffic law enforcement officers in completing the MV4016 Wisconsin Paper Uniform Traffic Citation form.

Wisconsin's Paper Uniform Traffic Citation form is a four (4)-part form with 25 numbered forms to each book. The Court, the Department of Transportation, the Defendant, and the Law Enforcement Agency each receive a copy of the issued traffic citation. The front side of all copies has the same design and information while the reverse side of each copy is designed to be specific to the needs of the party receiving that copy.

A separate citation must be issued for each violation of the law for which the defendant is charged. All information on the citation must be "PRINTED". "Block style" printing is preferred. A fine point pen and hard surface should be used to help concentrate the pressure and produce readable images on all copies of the citation form.

Law enforcement officers should record their name, agency, defendant's name, date the citation was issued and other pertinent information in the appropriate areas of the citation book cover.

Citation Accountability - Section 345.11(7), Wisconsin Statutes, assigns responsibility to law enforcement agencies for the recordkeeping, accountability and disposition of the uniform traffic citations issued them. Citations are issued to an agency for the use of that agency alone, and cannot be sold, loaned, or otherwise transferred to any other law enforcement agency. The Division of Motor Vehicles (DMV) will assist you in establishing authorization for the purchase of citations. Contact DMV at (608) 266-8793 to set up this authorization.

Numerical Sequence -Issue citation books to officers in numerical sequence starting with the lowest number. The citations in each book are numbered and arranged in numerical order.

The cover of each citation book has space for recording the citation number, defendant's name, date of violation, and other information. Issue a separate citation for each violation of the law for which the defendant is charged, and record this information on the citation log.

Voided Citations - If an error is made that would affect the disposition of the citation, the officer who issued the citation may void the citation. Mark "VOID" on the face of all four (4) copies of the citation. A copy must be forwarded to the DMV at PO Box 7993, Madison, WI 53707, or notification of void citations may be sent via email to DOTDMVEARS@dot.wi.gov.

Amended Citations - DO NOT amend the charge on the front side of the citation form. If you wish to amend the information on a citation before it is entered in court, VOID it following the steps above and issue a citation with a new number. Only ONE statute or amended statute may show in the statute area. Amended charges must be reported by the court on the "Report of Court Disposition" (white) copy of the citation and forwarded to the, (i.e., white copy field 55).

Lost or Damaged Citations – Lost or damaged citation number(s) must be reported/returned to the Division of Motor Vehicles. Send to: DMV, P.O. Box 7917, Madison, WI 53707 or email DOTDMVEARS@dot.wi.gov.

Working for Several Agencies –DO NOT use citations from another agency when working for two law enforcement agencies.

Changes on Uniform Traffic Citation, Form MV4016 (3/2009)

The Council on Uniformity of Traffic Citations and Complaints updated Chapter Trans 114 concerning the Uniform Traffic Citation. Chapter Trans 114 was published on June 30, 2003 with an effective date of 7/1/2003. The Uniform Traffic Citation, MV4016 was updated as part of that process to include the following:

- License class and license endorsement fields have been removed from the space following the Driver License Number/ID No. information.
- Change the size of the border between fields 16 (Vehicle Class) and 17 (Vehicle Endorsement) to match the size of the border between Sex/Race fields.
- Remove Vehicle Class and Vehicle Endorsement headings - replace with "Vehicle Class/Endorsement Operated at Time of Offense"
- Reverse side of pink copy (titled: Instructions-Read Carefully) - paragraph under Court Appearance Not Required. Remove sentence which reads: "Your trial will be before a judge, unless you demand a jury trial in writing within 10 days of the court date on your citation and enclose the proper fee." Replace with: You may demand a jury trial, rather than a trial before a judge, but must make that demand in writing and pay the proper fee within 10 days of entering a not guilty plea."
- Reverse side of officer copy (titled: Police Record) - Change "Jail Sentence" heading to read: "Sentence/Amendment"

Instructions for Completing the Uniform Traffic Citation, Form 4016

FIELD	INSTRUCTIONS
1. Appearance Required **Date** - Enter date defendant must appear. **Time** - Enter the time of day the defendant must appear. Do not use military time. **Circuit or Municipal Court** - Check appropriate Court Type. **Court Name and Location** - Print or stamp name and location of the court where the defendant is to appear.	Check either "No" or "Yes"
2. Deposit - Bail	Enter the deposit amount. Circle Cash or Card if deposit is received by officer.
3. Estimated Points	Enter the estimated demerit points for this citation. If the estimated points are not known, leave this field blank.
4. For Court Use Only	This space reserve for court use.
5. Name (Last, First, MI.) **Note:** Do not use nicknames and always enter middle name/initial when available.	Enter the defendant's last name, first name and middle initial as it appears on his/her driver license. If no first name, enter NFN. If name has suffix enter JR, SR, I, II, III, IV or V. If citation is issued to a non-individual, place a check mark in the box and enter the business name. Enter area code with phone number to assist courts in collecting fines/forfeitures.
6. Street Address, Post Office, State & Zip	Enter the defendant's current street address, post office, state, and zip code. **This is a required field**. The following are examples of information required for Canadian and Mexican licenses. 1010 CLEAR STREET (street) OTTAWA ON K1A 0B1(city, province, postal code) CANADA (country) APARTADO 3068 (street) 46807 PUERTO VALLARTA (postal code, city) JALISCO (province) MEXICO (country)

FIELD	INSTRUCTIONS
7 Driver License Number **State** - Enter the state that issued the defendant's license. **Year** - Enter the year the defendant's driver license expires	Enter the defendant's driver license or ID number as it appears on the driver license, ID Card or in DMV Records. If the non-individual box is checked, leave this field blank.
8. HazMat No.	If the defendant is transporting hazardous materials, enter the placard number.
9. US DOT No.	Enter the US DOT Number.
13. Birth Date	Enter the defendant's date of birth (month, day and year). **This is a required field.**
14. Sex, Race, HT., WT., Hair & Eye Color **Sex:** Enter**:** **M -** Male **F -** Female **U -** Unknown **Race:** Enter the race of the defendant. A list of Race Abbreviations can be found on the citation book cover. **Height & Weight:** Enter a three digit number for height, e.g., 511=5'11" and weight. **Hair & Eye Color:** Enter three-letter abbreviation. A list of abbreviations can be found on the citation book cover.	
15. Holds CDL	Circle "Yes" or "No".
16. Vehicle Class **Class A -** Any Combination of vehicles (GVWR) over 26,000 lbs. provided GVWR of towed vehicles is over 10,000 lbs **Class B -** Any single vehicle GVWR over 26,000 lbs. or such vehicle towing a vehicle under 10,001 lbs. GVWR**.** **Class C -** Any single vehicle less than 26,001 lbs. GVWR (or any such vehicle towing a vehicle not in excess of 10,000 lbs. GVWR) transporting hazardous materials in amounts requiring placard (requires "H" endorsement), or designed to transport 16 or more persons, including the driver (requires "P" endorsement). **Class D -** Autos, Trucks, Mopeds (vehicles not in Class A, B, C or M).	Circle the class of the vehicle the defendant was operating at the time of the incident. This is a required field.

FIELD	INSTRUCTIONS
Class M – Motorcycles**.** **O -** Defendant was not operating at time of violation (e.g., passenger, pedestrian, owner not operating) or operating a vehicle for which a license is not normally required (e.g., bicycle, snowmobile, ATV, farm tractor). **Vehicle Endorsements -** Circle the vehicle endorsement(s) required for the vehicle the defendant was operating at the time of the incident. If **D**, **M** or **O** was circled in field 16, do **NOT** circle an endorsement**.** F - Farm Services H - Hazardous Materials N - Tank Vehicles P - Passenger S - School Bus Note: If **C** was circled, a P or H **MUST** be circled	
19. Vehicle License Plate or VIN	Enter the license plate number. If the license plate number is not available, enter the VIN number
20. Plate Type, State, Exp. Yr **Plate Type -** Enter the three-letter abbreviation for plate type. A list of abbreviations can be found inside the citation book cover. **State -** Enter two-letter abbreviation of the issuing state **Exp. Yr -** Enter year of expiration on the plate.	
23. Vehicle Year, Make, Type & Color **Vehicle Year -** Enter the year of the vehicle. **Make -** Enter the make of vehicle, (Ford, Chevy, Dodge, etc.) **Type -** Enter the body type of vehicle. A list of abbreviations can be found inside the citation book cover (Auto, S. Bus, Lt. Trk, Mcycle, etc). **Color -** Enter the color of the vehicle at the time of incident. A list of abbreviations can be found on the citation book cover.	

FIELD	INSTRUCTIONS
24. Waiver	Enter the three-letter waiver code indicating the reason why the driver is waived of CDL requirements. If waiver doesn't apply, leave blank. **FAR** – Farmer **FIR** - Fire Fighter or Rescue **REC** - Recreation Vehicle
26. Plaintiff	Circle the unit of government bringing the charge against the defendant: State of WI County, City Village or Town Enter the name of the unit of government.
27. Defendant Violated Ordinance No.	Enter the local ordinance number for which the person is being charged. If this ordinance is in conformity with a state statute, the statute number must be filled in Field 28.
28. Defendant Violated Adopting State Statute No.	Enter the complete state statute number **including the subsections** for which the person is being charged. Because our system is now electronic, we must be furnished the complete statute. If you need a list of acceptable statutes and format, please call 608-266-8793.
29. Description of Violation	Print the description of the violation for which the person is being charged, (i.e., s. 346.57(4)(a) Speeding in School Zones (1-10 MPH) - or s. 346.31(3)(b) Improper left Turn/Intersection (2^{nd}+)).
30. Overweight	Enter pounds overweight for vehicle at time of violation.
31. Actual - Legal - Over	Enter the ***Actual*** speed at the time of the violation. Enter the ***Legal*** speed for the location. Enter the ***Over*** speed at the time of the violation.

FIELD	INSTRUCTIONS
32. Violation Zone	Circle: **Const –** Construction Zone **Railroad -** Railroad Zone **School –** School Zone **Utility –** Utility Zone
34. Week Day	Enter the three-letter abbreviation for the day of the week the violation occurred. The day of the week must match the date of the violation.
35. Month - Day - Year	Enter the month, day and year of the violation.
36. Time	Enter the time of day the violation occurred. **Do not** use military time. Circle AM or PM.
37. County Name	Enter the name of county where violation occurred.
38. CVT Code	**City/Village/Town Code** - Enter the correct two-digit CVT code number for the jurisdiction where the violation occurred. **Do not** precede with the county code. Refer to the DOT Crash Report Code Book for MUN/TWP codes. **Examples:** City of Milwaukee = **57** Village of Maple Bluff = **61** Town of Albion = **01**
39. On Hwy - Street Name	Enter the Hwy number or street name on which the violation occurred, even if the offense occurred in a parking lot.

FIELD	INSTRUCTIONS
40. Estimated FT - MI	Enter the estimated number of feet or miles from the "At" location. **N S E W**: Circle the cardinal point direction
41. From/At Hwy Street Name	Enter the Hwy number or street name of the intersection where the violation occurred.
42. Agency Space	This space is for agency use. It may be used for any purpose your agency deems appropriate.
43. Print Officer Name	Print the name and rank of officer completing the citation.
44. Dept.	Print the name of your law enforcement agency.
45. Officer ID No.	Enter the badge identification number of officer completing the citation.
46. Date Citation Served **Method -** Circle the method by which the defendant was given the citation **By Mail** **In Person**	Enter the date the citation was handed/mailed to the defendant.
47. Accident Doc. No. **Severity:** Circle the appropriate severity code **Fatal -** Fatal **PI -** Personnal Injury **PD -** Property Damage	Enter the accident document number from the MV4000 Accident form. FSA (failure to stop after accident) convictions for personal injury or fatal, require accident document number.
49. Passenger Under 16	**Alcohol related violations** - Circle "Yes" if defendant was operating with minor passenger under 16 years of age. If not, circle "No". **Note:** If there is a minor passenger under 16 years of age in the motor vehicle at the time of violation for alcohol related offenses, the penalty doubles.

Police Record (Buff Copy)

FIELD	INSTRUCTIONS
49. Date of Disposition	Enter the date the charge was adjudicated or disposed.
50. Plea	Enter an "X" in the box that represents the defendant's plea.
51. Finding	Enter an "X" in the box that represents the court finding. Enter an "X" in the fine or forfeiture box as appropriate. Enter the dollar amount.
52. Driver License Action **53. DL Suspension/ Revocation**	If the driver license was suspended or revoked by the court, circle the appropriate type of action and enter length of time. Place an "X" in the appropriate box (Days, Months or Years).
54. Court Officer	Print the court officer's name.
55. Comments	Enter court officer comments, e.g., amended charge, etc

Sentence/Amendment - Enter number of days if defendant received a jail sentence.

56. Incident Report	Prepare a clear, accurate and concise report of all the facts related to this incident.
57. Highway	Circle Divided or Not Divided Enter number of lanes.
58. Weather	Circle Clear, Rain, Snow, Fog, or Cloudy
59. Road	Circle Dry, Wet, Slippery, or Loose Material
60. Light	Circle Dawn, Day, Dusk, or Night
61. Traffic	Circle Light, Med., or Heavy

Citation Book

Front Cover

BINDING EDGE

WISCONSIN UNIFORM TRAFFIC CITATION

Name_____

Dept. _____

VEHICLE/CLASS ENDORSEMENT CODES

Commercial Vehicle Classes

A - Any combination of vehicles (GCWR) over 26,000 lbs. provided GVWR of towed vehicles is over 10,000 lbs.

B - Any single vehicle GVWR over 26,000 lbs. or such vehicle towing a vehicle under 10,001 lbs. GVWR.

C - Any single vehicle less than 26,001 lbs. GVWR (or any such vehicle towing a vehicle not in excess of 10,000 lbs. GVWR) transporting hazardous materials in amounts requiring placarding (requires "H" endorsement), or designed to transport 16 or more persons, including the driver (requires "P" endorsement).

Non-Commercial Veh Classes

D - Any vehicle not in classes A,B,C or M.

M - Motorcycle

Other (No license required).

O = e.g.; passenger, pedestrian, bicyclist, snowmobile, etc.

Endorsements

F - Farm Services
H - Hazardous materials
N - Tank vehicles
P - Passenger
S - School Bus
T - Double/triple trailers

DRIVER DESCRIPTION CODES

RACE	ABBR	RACE	ABBR
Asian	A	Black	B
Hispanic	H	American Indian	I
White	W		

VEHICLE, HAIR AND EYE COLOR CODES

Aluminum	SIL	Green, Dark	DGR
Auburn	AUB	Green, Light	LGR
Bald	BAL	Hazel	HAZ
Beige	BGE	Ivory	CRM
Black	BLK	Lavender	LAV
Blonde	BLD	Maroon	MAR
Blue	BLU	Orange	ONG
Blue,Dark	DBL	Pink	PNK
Blue,Light	LBL	Purple	PLE
Brown	BRO	Red	RED
Burgundy	MAR	Silver	SIL
Chrome	COM	Stainless Steel	COM
Copper	CPR	Tan	TAN
Cream	CRM	Turquoise	TRQ
Gold	GLD	White	WHI
Gray	GRY	Yellow	YEL
Green	GRN		

PROOF

Citation Book Cover

Front Inside

LICENSE PLATE TYPE CODES

Amateur Radio	AMA	Hobbyist	HOB
Antique	ANT	In-Transit (Temp)	ITP
Apportioned Veh	APO	Mobile Home	MBH
ABC Annual Truck	ATK	Medal of Honor	MDH
Auto	AUT	Manufacturer	MFR
BX-Bus	BSX	Military Group Plate	MLG
School Bus	BSB	Moped	MPD
Insert Bus	BUS	Motor Home	MTM
Collector-Special	CLS	Municipal-Cycle	MNC
Collector-Veh	COL	Municipal-Official	MNO
EMT, Firefighter	CNG	Municipal-General	MUN
Civilian Group Plate	CVG	Special Design Veh	SDV
Motorcycle	CYC	State Owned Veh	SOV
Driver Ed. Veh	DEV	Special X	SPX
Disabled Person	DIS	Special Mobile Equip. Z	SPZ
Dual Purpose Veh	DPV	Special Mobile Equip. UX	SUX
Dual Purpose Farm	DPF	Tractor	TOR
Farm-Regular	FRM	Insert Truck	TRK
Farm-Heavy	HFM	Disabled Vet	VET
UW-Plate	HEG	National guard	WNG
C.S. Semi	CSS	Ex-POW	XPW
P.S. Semi	PSS		
Rental Semi	RTS		

LICENSE PLATE TYPE CODES, TOWED UNIT/TRAILER

Auto	AUTO	Recreational	RECR
Bus	BUS	Semi Trailer	SEMI
Equipment	EQMT	Truck	TRUK
Full Trailer	TRLR	Utility Trailer	UTIL
Mobile Home	MBHM		
Annual Trailer	ATL	Out-of State Semi Trailer (not apportioned)	TRL
Camping Trailer	CMP	Apportioned Semi	APT
Farm Trailer	FTL	Semi Trailer	STL
Insert Trailer	ITL	Apportioned Trailer	RTS
Permanent Semi	STL		

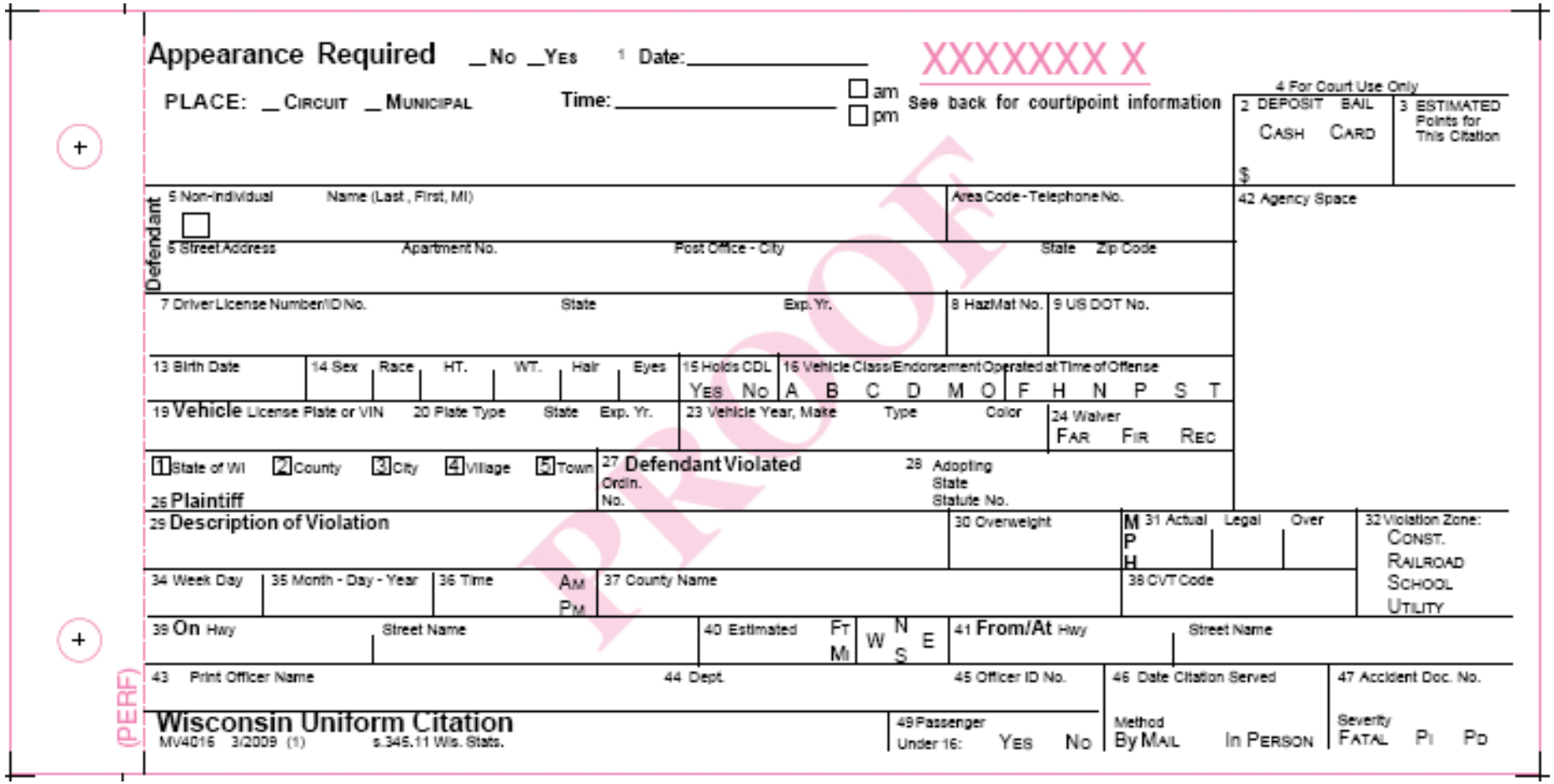
VEHICLE TYPE ABBREVIATIONS

Auto	2-DR, STW, Etc.		
School Bus	S. Bus	Other Bus	C.B.
Truck, A-C Plate	Lt. TRK	Motor Cycle	MCYCLE
Truck, D+Plate	H. TRK	Bicycle	BCYCLE
Semi Trac/Trailer	SEMI	All Terrain	ATV
Semi Tractor	S. TRAC	Other (e.g.; snowmobile, moped, motor home, etc)	MISC
Semi Trailer	S. TRLR		
Recreational Trailer	R. TRLR		
Utility Trailer	U. TRLR	Other Trailer	O. TRLR

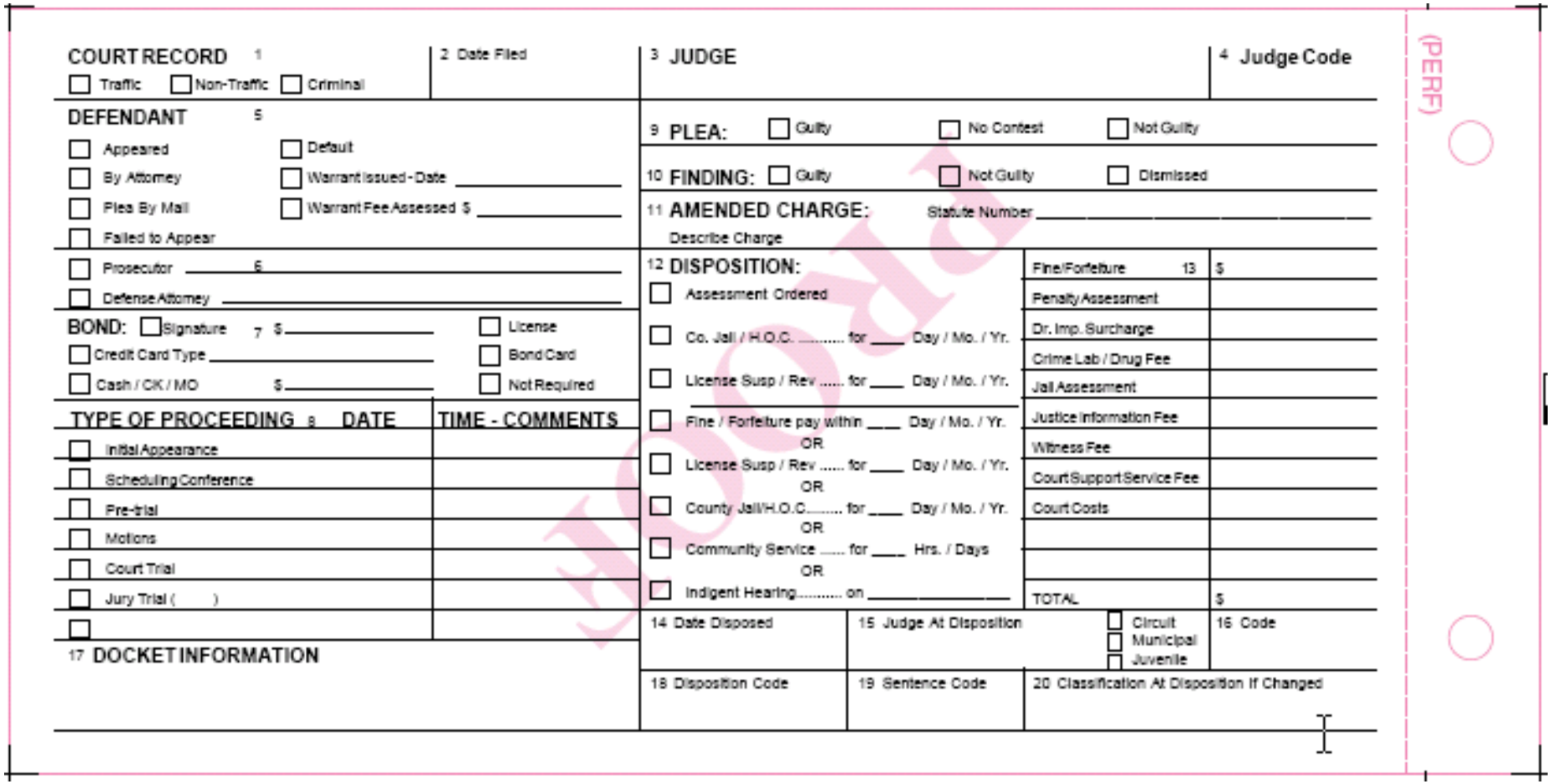
BINDING EDGE

Local

Front Side of Uniform Traffic Citation, Form MV4016


Appearance Required _No _Yes 1 Date:
XXXXXXX X
PLACE: _Circuit _Municipal Time: am pm See back for court/point information
4 For Court Use Only
2 DEPOSIT BAIL Cash Card $
3 ESTIMATED Points for This Citation
Defendant
5 Non-Individual Name (Last, First, MI)
Area Code - Telephone No.
42 Agency Space
6 Street Address Apartment No. Post Office - City State Zip Code
7 Driver License Number/ID No. State Exp. Yr.
8 HazMat No.
9 US DOT No.
13 Birth Date
14 Sex Race HT. WT. Hair Eyes
15 Holds CDL Yes No
16 Vehicle Class/Endorsement Operated at Time of Offense A B C D M O F H N P S T
19 Vehicle License Plate or VIN
20 Plate Type State Exp. Yr.
23 Vehicle Year, Make Type Color
24 Waiver Far Fir Rec
1 State of WI 2 County 3 City 4 Village 5 Town
26 Plaintiff
27 Defendant Violated Ordin. No.
28 Adopting State Statute No.
29 Description of Violation
30 Overweight
M P H 31 Actual Legal Over
32 Violation Zone: Const. Railroad School Utility
34 Week Day
35 Month - Day - Year
36 Time AM PM
37 County Name
38 CVT Code
39 On Hwy Street Name
40 Estimated Ft Mi W N S E
41 From/At Hwy Street Name
43 Print Officer Name
44 Dept.
45 Officer ID No.
46 Date Citation Served Method By Mail In Person
47 Accident Doc. No. Severity Fatal PI PD
Wisconsin Uniform Citation
MV4016 3/2009 (1) s.345.11 Wis. Stats.
49 Passenger Under 16: Yes No
PROOF
(PERF)

Court's Copy MV4016



COURT RECORD 1
☐ Traffic ☐ Non-Traffic ☐ Criminal

2 Date Filed

3 JUDGE

4 Judge Code

DEFENDANT 5
☐ Appeared ☐ Default
☐ By Attorney ☐ Warrant Issued - Date _____
☐ Plea By Mail ☐ Warrant Fee Assessed $ _____
☐ Failed to Appear

☐ Prosecutor _____ 6
☐ Defense Attorney _____

BOND: ☐ Signature 7 $ _____ ☐ License
☐ Credit Card Type _____ ☐ Bond Card
☐ Cash / CK / MO $ _____ ☐ Not Required

TYPE OF PROCEEDING 8	DATE	TIME - COMMENTS
☐ Initial Appearance		
☐ Scheduling Conference		
☐ Pre-trial		
☐ Motions		
☐ Court Trial		
☐ Jury Trial ( )		
☐		

17 DOCKET INFORMATION

9 PLEA: ☐ Guilty ☐ No Contest ☐ Not Guilty

10 FINDING: ☐ Guilty ☐ Not Guilty ☐ Dismissed

11 AMENDED CHARGE: Statute Number _____
Describe Charge

12 DISPOSITION:
☐ Assessment Ordered
☐ Co. Jail / H.O.C. ..... for ___ Day / Mo. / Yr.
☐ License Susp / Rev ..... for ___ Day / Mo. / Yr.
☐ Fine / Forfeiture pay within ___ Day / Mo. / Yr.
OR
☐ License Susp / Rev ..... for ___ Day / Mo. / Yr.
OR
☐ County Jail/H.O.C..... for ___ Day / Mo. / Yr.
OR
☐ Community Service ..... for ___ Hrs. / Days
OR
☐ Indigent Hearing..... on _____

Fine/Forfeiture 13	$
Penalty Assessment	
Dr. Imp. Surcharge	
Crime Lab / Drug Fee	
Jail Assessment	
Justice Information Fee	
Witness Fee	
Court Support Service Fee	
Court Costs	
TOTAL	$

14 Date Disposed	15 Judge At Disposition	☐ Circuit ☐ Municipal ☐ Juvenile	16 Code
18 Disposition Code	19 Sentence Code	20 Classification At Disposition If Changed	

(PERF)

PROOF

(PERF)

INSTRUCTIONS - READ CAREFULLY

---------- COURT APPEARANCE REQUIRED ----------

(See other side.) If your citation is checked "yes" following "Appearance Required", you MUST appear in court. The "Court Appearance Not Required" instructions do not apply to you.

--------- COURT APPEARANCE NOT REQUIRED ---------

(See other side.)

• **If you wish to dispute the citation**, you must either appear in court or enter a "not guilty" plea by mail prior to your court date. Please include a photocopy of your ticket and your correct mailing address OR your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency. These should be mailed to the court address written under "You Are Notified To Appear" on the other side. You may demand a jury trial, rather than a trial before a judge, but must make that demand in writing and pay the proper fee within 10 days of entering a not guilty fee. Make check payable to the Clerk of Court and forward it to address shown on the reverse side. Jury demands in Municipal Court can only be made for intoxicated driving charges.

• **If you do not wish to dispute the citation,** simply mail in the "deposit" amount indicated on the other side of the citation by your court date. You must include a photocopy of your citation OR your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency. Make your check payable to the Clerk of Court and mail it to the court address written under "You Are Notified To Appear" on the other side. You do not need to appear. The court will find you guilty and keep the "deposit" amount as payment for your citation.

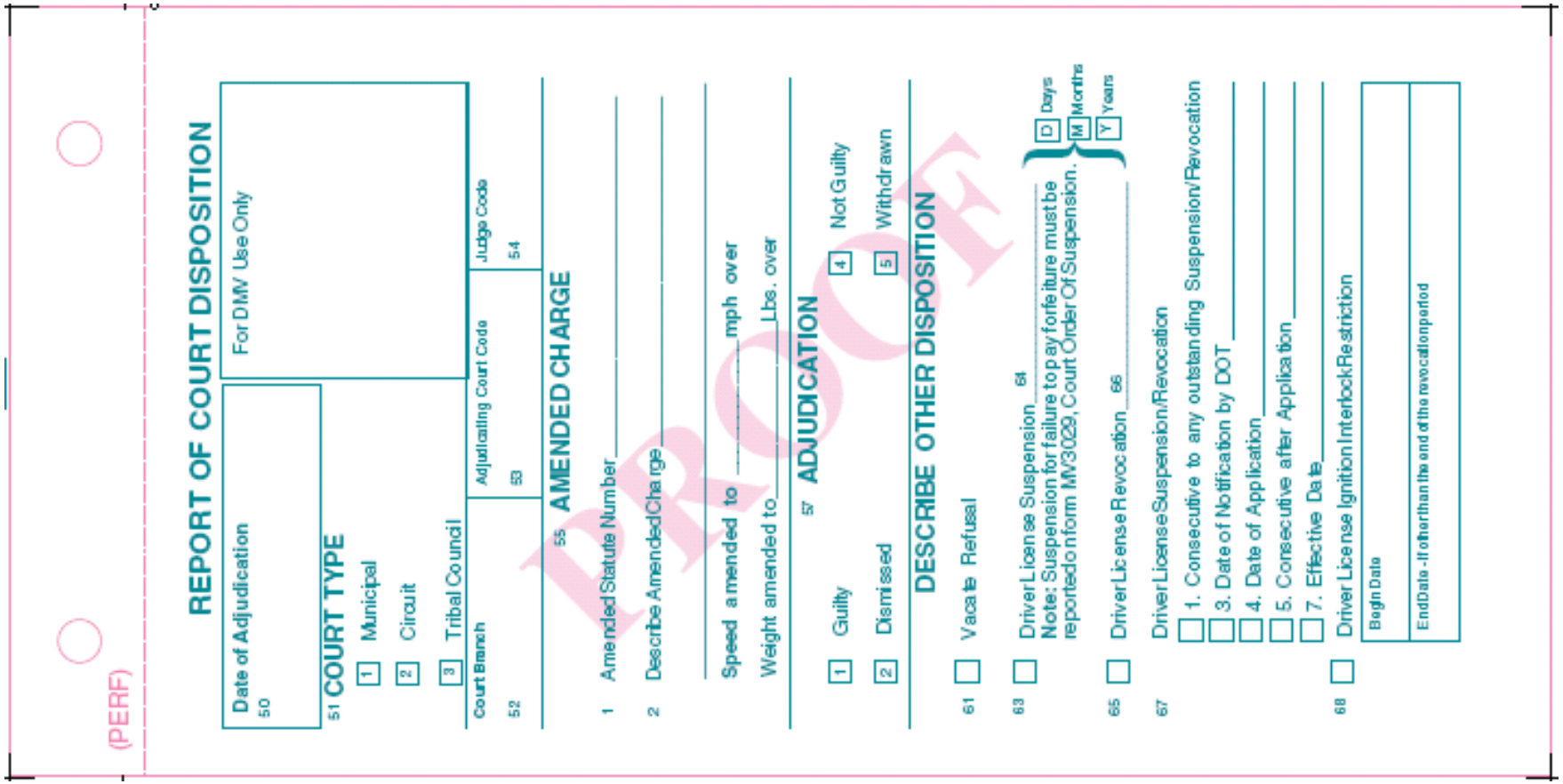
• **If you do nothing,** the court may issue a warrant for your arrest, or may find you guilty and suspend your driver license if you fail to pay your fine.

DEMERIT POINT, SUSPENSION & REVOCATION INFORMATION - This charge may result in demerit points assessed against you. Accumulating 12 or more points within 12 consecutive months will be cause for suspending your driving privileges. **If you have a probationary license, points for the second and subsequent convictions may be doubled.** Depending on the circumstances and charge, conviction may result in revocation or suspension of your driving privileges. Traffic Safety School may be used to reduce points. For more information, contact the Division of Motor Vehicles.

If you have a disability and need help in court, please contact the Clerk of Court's office listed on the reverse side of this form.

Defendant's Copy MV4016

Department of Transportation Copy MV4016



REPORT OF COURT DISPOSITION

Date of Adjudication 50

For DMV Use Only

51 COURT TYPE

1 Municipal

2 Circuit

3 Tribal Council

Court Branch 52

Adjudicating Court Code 53

Judge Code 54

55 AMENDED CHARGE

1 Amended Statute Number

2 Describe Amended Charge

Speed amended to _____ mph over

Weight amended to _____ Lbs. over

57 ADJUDICATION

1 Guilty

2 Dismissed

4 Not Guilty

5 Withdrawn

DESCRIBE OTHER DISPOSITION

61 Vacate Refusal

63 Driver License Suspension 64

Note: Suspension for failure to pay forfeiture must be reported on form MV3029, Court Order Of Suspension.

D Days M Months Y Years

65 Driver License Revocation 66

67 Driver License Suspension/Revocation

1. Consecutive to any outstanding Suspension/Revocation

3. Date of Notification by DOT

4. Date of Application

5. Consecutive after Application

7. Effective Date

68 Driver License Ignition Interlock Restriction

Begin Date

End Date - If other than the end of the revocation period

(PERF)

PROOF

(PERF)

POLICE RECORD

49 Date of Disposition

50 Plea

☐ Guilty ☐ No Contest ☐ Not Guilty

51 Finding

☐ Guilty ☐ Withdrawn

☐ Default ☐ Fine

☐ Not Guilty ☐ Forfeiture

☐ Dismissed $_____

52 Driver License Action: ☐ Days ☐ Months ☐ Years

53 D.L. Suspension / Revocation _____

54 Court Officer

55 Comments

Sentence / Amendment

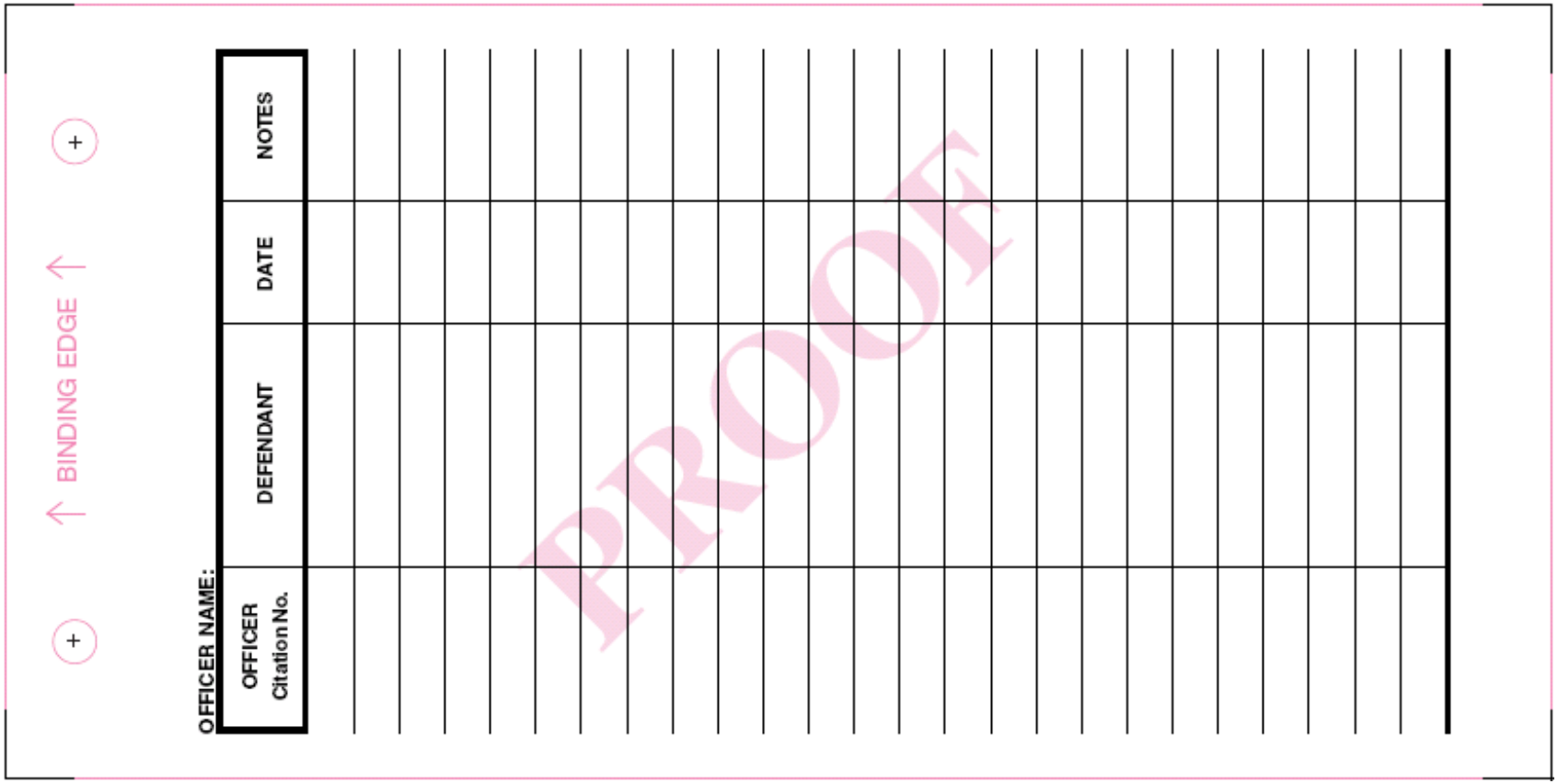
56 Incident Report (Remove this page from book before completing)

Highway	57	Divided	Not Divided	Lanes:		
Weather	58	Clear	Rain	Snow	Fog	Cloudy
Road	59	Dry	Wet	Slippery	Loose Material	
Light	60	Dawn	Day	Dusk	Night	Traffic 61 Light Med. Heavy

PROOF

Law Enforcement Copy (Buff)

Inside Back Cover



State Abbreviations

Code	Jurisdiction	Code	Jurisdiction
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
FL	Florida	ND	North Dakota
GA	Georgia	OH	Ohio
HI	Hawaii	OK	Oklahoma
ID	Idaho	OR	Oregon
IL	Illinois	PA	Pennsylvania
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming
DC	District of Columbia	MP	Northern Mariana Islands
AS	American Samoa	PR	Puerto Rico
GU	Guam	VI	Virgin Islands of the U.S.
MH	Marshall Islands		

International and Other Abbreviations

Canada

Code	Jurisdiction	Code	Jurisdiction
AB	Alberta	NS	Nova Scotia
BC	British Columbia	ON	Ontario
MB	Manitoba	PE	Prince Edward Island
NB	New Brunswick	QC	Quebec
NF	Newfoundland	SK	Saskatchewan
NT	Northwest Territories	YT	Yukon Territory

Mexico

Code	Jurisdiction	Code	Jurisdiction
AG	Aguascalientes	MR	Morelos
BA	Baja California Norte	NA	Nayarit
BJ	Baja California Sur	NL	Nuevo Leon
CM	Campeche	OA	Oaxaca
CI	Chiapas	PB	Puebla
CH	Chihuahua	QU	Queretaro d Arteaga
CU	Coahuila de Zaragoza	QR	Quintana Roo
CL	Colima	SL	San Luis Potosi
DF	Distrito Federal	SI	Sinaloa
DO	Durango	SO	Sonora
GT	Guanajuato	TB	Tabasco
GR	Guerrero	TA	Tamaulipas
HL	Hidalgo	TL	Tlaxcala
JL	Jalisco	VC	Veracruz-Liave
MX	Mexico	TU	Yucatan
MC	Michoacan de Ocampo	ZA	Zacatecas

Other International

Code	Jurisdiction	Code	Jurisdiction
FN	Foreign	US	US Government
PZ	Canal Zone	WK	Wake Island
OT	Other Jurisdiction		

Vehicle Plate Type and Vehicle Gross Wt.

Plate Type	Gross Wt.
A	4500
A	5000
B	6000
C	8000
X	10000
D	12000
E	16000
F	20000
G	26000
H	32000
J	38000
K	44000
L	50000
M	54000
N	56000
P	62000
Q	68000
R	73000
S	76000
T	80000

A municipal plate requires the officer to determine whether this is a Commercial Vehicle.
If the vehicle's GCWR or GVWR is over 26,001 pounds it is a CMV.

Wisconsin Classified License Guide
To Identify Commercial Motor Vehicle Classes, Endorsements and Restrictions

The following is a summary and guideline for determining when a vehicle is a (CMV) Commercial Motor Vehicle, and when a (CDL) Commercial Driver's License will be required to operate that vehicle.

In addition, the class and endorsements that will be necessary for specific vehicles and loads are indicated (see chart on reverse side).

What is a Commercial Motor Vehicle?

- A single vehicle with a gross vehicle weight rating of 26,001 or more pounds or the vehicle's registered weight or actual gross weight is more than 26,000 pounds.
- A combination vehicle with a gross combination weight rating, registered weight or actual gross weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating, registered weight or actual gross weight of more than 10,000 pounds.
- A vehicle designed to transport or is actually transporting the driver and 15 or more passengers.
- A vehicle transporting hazardous materials which require placarding under state or federal law.

Commercial Motor Vehicle Classes

Class A - Any combination of vehicles with a gross vehicle weight rating, actual gross weight or registered weight of over 26,000 pounds, if the aggregate total gross vehicle weight rating, actual gross weight or registered weight of the vehicle or vehicles being towed is in excess of 10,000 pounds.

Class B - Any single vehicle with a gross vehicle weight rating, actual gross weight or registered weight of over 26,000 pounds, and any such vehicle towing a vehicle or vehicles with an aggregate total gross vehicle weight rating, actual gross weight or registered weight of 10,000 pounds or less.

Class C - Any single vehicle with a gross vehicle weight rating, actual gross weight and registered weight of 26,000 pounds or less, including any such vehicle towing a vehicle with a gross vehicle weight rating, actual gross weight and registered weight of less than 10,000 pounds, if the vehicle is designed to transport or is actually transporting 16 or more passengers including the driver, or the vehicle is transporting hazardous materials requiring placarding under state or federal law.

Non-Commercial Vehicle Classes

Class D - Any vehicle that does not meet the definition of a CMV or a Type 1 Motorcycle
Class M - Any Type 1 Motorcycle

Endorsements:

H - Hazardous materials
N - Tank vehicles
P - Passenger
S - School bus
T - Double/triple trailers
F - Farm Service Industry

Possible Restrictions:

No CMV operation in intrastate commerce unless exempted by Federal or State Law
No CMV operation in interstate commerce
No CMV operation with air brakes
P - Endorsement on Classes B and C only
P - Endorsement on Class C only
S - Endorsement on Class D only
Corrective lenses
Artificial Limb(s)
Automatic transmission
Automatic turn signals
Complete hand controls
Financial responsibility
Hearing aid or outside mirror
Left outside mirror
Right outside mirror

CMV and CDL Guide
(Examples)

1. A combination vehicle 26,001 or more pounds is a Class "A" CMV only if the trailer being towed has a gross vehicle weight rating, registered weight or actual gross weight of more than 10,000 pounds.

2. When the weight of the combination vehicle is exactly 26,000 pounds, it is not a CMV and does not require a CDL. Example: A tractor weighs 16,000 pounds and the towed unit weighs 10,000 pounds.

3. When the towing vehicle is 26,000 or less pounds and the towed unit is 10,000 or less pounds, it is not a CMV and does not require a CDL. Example: A tractor weighs 25,500 pounds and the towed unit weighs 8,000 pounds.

4. A CDL with an "N" tank vehicle endorsement is required only when the capacity of the tank is 1,000 gallons or more and the vehicle fits the description of a CMV.

5. A CDL with a "P" passenger endorsement is required when the vehicle is designed to transport or is actually transporting the driver and 15 or more passengers.

	Vehicle Examples					License Requirements			
	Tractor or Single Unit Truck	Trailer	Carries HazMat	Is designed to transport 16 or more passengers including the driver	Is a School Bus	Is this a CMV?	Do I need a CDL?	What Class is it?	Which Endorsement?
1	18,000#	12,000#	X			Yes	Yes	A	H
2	8,000#	20,000#				Yes	Yes	A	
3	26,500#					Yes	Yes	B	
4	27,000#	10,000#				Yes	Yes	B	
5	27,000#			X	X	Yes	Yes	B	P and S
6	29,000#			X		Yes	Yes	B	P
7	12,000#		X			Yes	Yes	C	H
8	25,000#			X		Yes	Yes	C	P
9	25,000#			X	X	Yes	Yes	C	P and S
10	5,000#		X			Yes	Yes	C	H
11	16,000#	10,000#				No	No	D	
12	26,000#	8,000#				No	No	D	
13	20,000#	8,000#				No	No	D	
14	10,000#				X	No	No	D	S
15	6,000#	20,000#				No	No	D	
	Tank Truck								
16	26,000#					No	No	D	
17	26,010#					Yes	Yes	B	N
18	26,000#	10,000#				No	No	D	
19	26,000#	10,000#	X			Yes	Yes	C	H - N
20	20,000#	10,500#				Yes	Yes	A	N

BDS207 6/2008

WisDOT
Bureau of Driver Services
(608) 266-2353
www wisconsindmv.gov

Glossary

Cardinal Point Direction - The ***principal*** direction the traffic-way was designed to travel. This may or may not be the same as the actual compass direction.

Classified Driver License - Includes driver licenses issued by all states since 1991. License may list both the vehicle "class" (e.g., A, B, C, D & M) and any "endorsement" (e.g., F, H, N, P, S, T) of the type of operation for which the driver is licensed.

Default Judgment - A judgment entered by the court when a defendant fails to pay/appear by his/her court date in response to a violation of a traffic regulation. The court will send notice of default judgment requiring payment. Failure to pay may result in issuing a warrant and/or loss of operating privileges.

Defendant - The person charged by the police, sheriff, constable or prosecutor with a traffic offense(s).

Elements of Offense - The component parts of a statute, all of which must be present and proven for the court to consider conviction.

Fine - The monetary penalty imposed by a court upon a finding of guilty for a traffic crime.

Forfeiture -The monetary penalty imposed by a court upon a finding of guilty for a traffic regulation.

Hazardous Material Transport - Transporting any quantity of a material classed as a class A or B explosive, poison gas (or "poison A"), radioactive material or flammable solid dangerous when wet (or "flammable W") in the hazardous materials table 49 CFR 172.101. It also includes transporting an aggregate total of 1,000 pounds or more of one or more materials classed as a class C explosive, blasting agent, nonflammable gas, flammable gas, combustible liquid, flammable liquid, flammable solid, oxidizer, organic peroxide, poison (or "poison B"), corrosive material, or irritating material in the hazardous materials table 49 CFR s. 172.101.

The presence of a hazardous substance in a vehicle is required to be listed on the shipping papers with the letters "RQ" placed directly before and after the shipping description. The "RQ" indicates there is a reportable quantity of the hazardous substance present in the described shipment.

Intrastate Commerce - Intrastate commerce means any trade, traffic, or transportation in any State that is not described in the term "interstate commerce."

Interstate Commerce - Interstate commerce means trade, traffic, or transportation in the United States that is between a place in a State and a place outside of such State (including a place outside of the United States), or is between two places in a State through another State or a place outside of the United States. *Special Note:* Transportation with a CMV within state lines is considered **interstate commerce** if the origin and/or destination of the load crosses state lines.

Items of Proof - Items which help prove the elements of the offense, includes responses volunteered by the defendant, officer observations, unusual circumstances involved in the contact, etc.

Traffic Crime - Conduct that is prohibited by state law and punishable by fine or imprisonment or both. Penalties for traffic crimes are enumerated in Section II of the "State of Wisconsin Revised Uniform State Traffic Deposit Schedule".

Traffic Regulation - A traffic law which, when violated, is punishable by a forfeiture. Penalties for violations of traffic regulations are enumerated in Section I of the "State of Wisconsin Revised Uniform State Traffic Deposit Schedule".

Traffic-way - Premises open to the public as a matter of right or custom for use of their motor vehicles whether the premises are publicly or privately owned.

MV4016 Instruction Manual (BDS 114 – 8/2009) is available for download and printing by logging on to WILENET.

Division of Motor Vehicles Bureau of Driver Services

P.O. Box 7917, Madison, WI 53707-7917

(608) 266-8793